

# SKAB25 (SQA Unit Code - D1P0 04)

## Organise people and resources for outdoor programmes



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### Overview

This unit is about organising the resources you need for an outdoor programme – people, equipment, environment and domestic arrangements. The unit also includes preparing yourself, other staff and the participants for the programme.

The unit is divided into parts.

The first part describes the three things you have to do. These are:

1. organise resources for the programme
2. prepare self and others for the programme
3. deal with resources after use

The second part describes the knowledge and understanding you must have.

This unit is for experienced staff working in the outdoors who are capable of working without direct supervision.

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### Performance criteria

*You must be able to:*

#### **Organise resources for the programme**

- P1 obtain resources appropriate to the programme's aims and objectives
- P2 make sure resources meet the needs of the participants
- P3 make sure the resources meet legal, technical and organisational requirements and guidelines
- P4 make sure the resources are available when needed
- P5 put in place emergency and contingency plans

*You must be able to:*

#### **Prepare self and others for the programme**

- P6 brief colleagues about the programme, participants and resources
- P7 make sure the participants have relevant information
- P8 deal with requests and suggestions constructively
- P9 make sure yourself and others are mentally and physically prepared

*You must be able to:*

#### **Deal with resources after use**

- P10 encourage participants to clear up the environment
- P11 make sure resources are in a condition fit for use
- P12 identify and remove unsafe and unserviceable resources and report them to the responsible colleague
- P13 make sure that resources are put in the correct place
- P14 follow the correct procedures for ensuring the quality and quantity of resources are maintained
- P15 follow the correct procedures for dealing with staffing issues during the activity

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### Knowledge and understanding

*You need to know and understand:*

#### Resources

- K1 the types of resources needed for a range of different types of programmes
- K2 how to estimate the quantity of resources needed for a programme
- K3 the legal, technical and organisational requirements covering the resources you are responsible for
- K4 organisational procedures for obtaining resources
- K5 why emergency and contingency planning is important
- K6 the importance of checking facilities and equipment regularly for safety, availability and suitability and how to do such checks
- K7 the correct condition in which resources should be left after use
- K8 how to identify and deal with unsafe and unserviceable resources

*You need to know and understand:*

#### Preparing self and others

- K9 why it is important to brief colleagues
- K10 the types of information you should give colleagues about the participants, the programme and the resources they will be using
- K11 the importance of making sure staff are properly trained and qualified
- K12 levels of training and qualification appropriate to different activities and how to check that staff possess these
- K13 the types of requests and suggestions you may receive from colleagues and participants and how to respond to these constructively
- K14 the importance of everyone – colleagues, participants and yourself – being mentally and physically prepared for the programme
- K15 types of information that the participants should receive and why this is important
- K16 how to check that yourself, colleagues and participants are fully prepared

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### Additional Information

#### Scope/range related to performance criteria

1. **resources**
  - 1.1. people
  - 1.2. equipment
  - 1.3. clothing
  - 1.4. environment
  - 1.5. domestic arrangements
  
2. **programmes**
  - 2.1. one day
  - 2.2. multi-day
  - 2.3. requiring overnight accommodation
  
3. **participants**
  - 3.1. adults
  - 3.2. children and young people
  - 3.3. participants with particular needs in relation to the activity
  
4. **resources**
  - 4.1. people
  - 4.2. equipment
  - 4.3. clothing
  - 4.4. environment
  - 4.5. domestic arrangements

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### Organise people and resources for outdoor programmes

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**Suite** Outdoor Programmes

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